

## Associate Social Media Producer



Project Title	Associate Social Media Producer
Project Summary	Will you accept our friend request? If you're a social media change agent, we want to work with you!
Country	United States

## Project Description

As an Associate Social Media Producer, some of your tasks may include:

- Searching Facebook for unofficial VA Medical Center (VAMC), Community Based Outpatient Care (CBOC), and Mobile Vet Center pages created by check-ins and closing them down with Facebook's support team
- Graphic design to create images for social media posts
- Survey of VAMC social media accounts to determine levels of activity and make recommendations
- Digital Media Checkups
- Writing evergreen tweets
- Social Media content and imagery support
- Feature Stories in Facebook (24 hour images maybe use #1 for #2)
- Get involved in feature stories, scripts, briefs, action plans, cold calling program office/medical facilities for videos for A/V and Graphics Specialist
- Monthly Social Media packets/observances – field dissemination
- Social Comments
- Update Research on Best Times to post on Social Media – what's working and what isn't

## Required Skills or Interests

Skill(s)

Data analysis

Editing and proofreading

Marketing

Social media management

Writing

## **Additional Information**

The Veterans Health Administration (VHA) is the largest integrated health care system in the United States, providing care at 1,250 health care facilities, including 172 VA Medical Centers and 1,069 outpatient sites of care of varying complexity (VHA outpatient clinics) to over 9 million Veterans enrolled in the VA health care program. Learn more about our organization: <https://www.va.gov/health/>.

## **Language Requirements**

*None*